

## **INSTRUCTIONS FOR COMPLETING AD-1147 WORK SHEET –SIDE TWO**

**Read Note, Instructions, and Remember.**

**MODE OF TRANSPORTATION** – Find the mode of transportation you take for your **daily roundtrip commute to and from work**. Bus and Rail require you to circle the type.

**DEPARTURE LOCATION** – Identify the location (e.g., METRO Stop, Bus Stop, Train Stop, Vanpool Pick-up, etc.) where you pick up the identified mode of transportation.

**NAME OF COMPANY** – Specify the name of the mode of transportation (e.g., The Bus, Global Trailway, Virginia Railway Express, etc.)

**DAILY, WEEKLY, MONTHLY EXPENSE** – Determine the way you pay for the mode of transportation. In some situations you may take several modes of transportation (e.g., Virginia Railway Express and the METRO) ([SAMPLE 1](#)) each day to get to and from work. Each mode of transportation expense may be different (e.g., Weekly for Virginia Railway Express and Daily for the METRO).

Monthly Commuter Bus **without any exceptions** under NOTE below ([SAMPLE 2](#)).

**NOTE:** If an individual pays a weekly and/or monthly and their work schedule has them out of the official duty station location for less than 40 hours per week (e.g., telework, part-time, regularly scheduled travel), the individual will need to do the following calculation to determine the daily cost:

For example: A monthly for a Teleworker who commutes 8 days a month and travels by a vanpool charging \$200.00 a month. Take the monthly expense amount of \$200.00 and divide it by the appropriate workweek schedule (9 hour work day (19) = a daily cost of \$10.53 for a daily roundtrip commute. Then, multiply \$10.53 x 8 = \$84.00 ([SAMPLE 3](#)).

- For a weekly – Same process as for the monthly, except use weekly cost to divide by the appropriate workweek schedule to obtain the daily cost for a daily roundtrip commute.

**CONVERTING DAILY AND WEEKLY COST TO MONTHLY COST:** This is to be completed for individuals who have a daily and/or weekly expense, as well as for a work schedule that has an employee out of the official duty station location for less than 40 hours per week (see note above).

#1. For daily: Locate workweek schedule (8 hour workday, 9 hour workday, 10 hour workday); insert daily cost and multiply the number of days identified on the Work Sheet; insert the total amount for the total cost per month.

#2. For less than 40-hour workweek schedule: Insert the daily amount (see Note above) and multiply by the number of days you work in a month to determine the total daily cost per month.

#3. For weekly: Insert the weekly cost and multiply by 4 (weeks) to give you the total weekly cost per month. Insert the total amount for the total cost per month.

### **TOTAL MONTHLY COMMUTING COSTS:**

#1 Total Daily Cost Per Month – Insert the dollar amount (if applicable) from the appropriate information above.

#2 Total Weekly Cost Per Month – Insert the dollar amount (if applicable) from the appropriate information above.

#3 Total Monthly Cost Per Month – Insert the dollar amount (if applicable) from the appropriate information above.

**GRAND TOTAL OR MONTHLY COMMUTING COSTS:** Add the amounts that are applicable from amounts under Total Monthly Commuting Costs. Round to the nearest dollar (e.g., \$246.50 rounded to \$247.00). Transfer this number to the front page under Employee Certification “I certify my usual monthly public transportation commuting costs (excluding my parking costs) are \$247.00”. Then, give to your supervisor for certification. Then, to your designated mission area Commuter Benefit Coordinator.

### **SUPERVISOR CERTIFICATION OF WORK SCHEDULE:**

Supervisor is attesting that the work schedule of the employee is accurate when converting daily and weekly costs to monthly costs. For those who do not require converting daily and weekly cost to monthly cost based on 40-hour workweek schedule and less than 40-hour workweek schedule still give to supervisor for certification and signature. This will verify that you are an employee in the specific organization.